

CONFIDENTIAL

Message

From: Skibinsky, Michelle [/O=LIBERTY MUTUAL/OU=HOME OFFICE/CN=RECIPIENTS/CN=N0146546]
Sent: 7/13/2016 9:40:37 PM
To: Schnippel, Tressa [/O=LIBERTY MUTUAL/OU=HomeOffice/cn=Recipients/cn=N0180332]; Polk, Michael [/O=LIBERTY MUTUAL/OU=HomeOffice/cn=Recipients/cn=N0198293]
Subject: Probation
Attachments: AI02504F.PDF

Hi Tressa,
 Latoya signed & returned the probation document, enclosed.
 I also have a question. Her probation runs out on 7/26 which is a Tuesday. Karen Harvey and I were discussing her case & it does not make sense to terminate someone on a Tuesday. We usually do it on Fridays. Unless her performance significantly improves, which is unlikely given her lack of responsiveness to coaching/feedback, would it be possible to move forward with the termination on Friday, 7/22 at the end of the day?
 Also when I meet with her next week, do you have any recommendations? I suppose business as usual? (It is a bit weird to provide coaching just to terminate someone a few days later).
 Thank you.

Michelle Skibinsky, ARM | Claims Team Manager
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 Workers' Compensation - MidAtlantic Region
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Please let my manager know how I am doing: Kerryanne.Holliss@LibertyMutual.com
 -----Original Message-----

From: RightFax E-mail Gateway [mailto:RightFaxE-mailGate@LibertyMutual.com]
 Sent: Wednesday, July 13, 2016 5:31 PM
 To: Skibinsky, Michelle <MICHELLE.SKIBINSKY@LibertyMutual.com>
 Subject: A fax has arrived from remote ID ''.

A fax has arrived from remote ID ''.

7/13/2016 5:30:08 PM Transmission Record
 Received from remote ID:
 Inbound user ID N0146546, routing code 0
 Result: (0/352;0/0) Successful Send
 Page record: 1 - 3
 Elapsed time: 00:58 on channel 21